

DCDEE Use Only

Instructions for Completing the Child Care Administrators Education and Equivalency Form (DCDEE.0173)

****This form only needs to be completed and submitted to the NC Division of Child Development and Early Education (DCDEE) ONCE.****

Any future changes in the applicant's personal information, facility information, education status or requests to qualify for additional child care positions indicated on this form **should be submitted on a Workforce Change of Information Form (DCDEE.0120).**

Purpose: The **North Carolina Education and Equivalency Form** is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for specific child care position(s).

Note: This qualification is for education requirements only. It does **not** indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

Read these instructions carefully. Retain a copy of this form and any attached documentation for your records.

General Instructions: Print clearly in ink or type your answers. If a question does not apply to you, write N/A ("Not Applicable") in the space. This form should be completed fully, accurately, legibly and be signed by the applicant. **Incomplete forms will be returned and delay processing of your education evaluation.**

Section A. Applicant Information: Complete all requested information in this section. Please include your maiden name (if applicable). Do not abbreviate street names, cities or counties.

Section B. Facility Information: If you are currently employed in a child care center or family child care home regulated by DCDEE, you must provide all of the requested information. If you are not currently employed put N/A in the "Name of Facility" space and this section is complete.

Section C. Educational Background: Check ALL applicable spaces to indicate completion of high school requirements and post-secondary (college level) degrees earned as of the date this form is submitted to DCDEE. **High school completion information is required no matter what level of education above high school has been attained.** High school diplomas do not need to be submitted unless specifically requested by DCDEE.

Official transcripts* must be attached for ALL completed college level coursework, certificates, diplomas and/or degrees. Please do not attach copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies, and grade reports are NOT accepted.

***Only official transcripts from post-secondary schools which are accredited will be evaluated.** **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).

Section D. Educational Qualification: Check the **type of Administrator** for which you wish to be evaluated.

Child Care Administrators are qualified to direct programs serving children from birth to age twelve;

School-Age Administrators may direct programs only serving children age five and up.

Every administrator must meet requirements in each of two components: 1) administration coursework (note: see section for additional requirements on Worksheet if you tested out of Admin I and/or Admin II), **and 2) early childhood/child development coursework** (birth-12 yrs) **or elementary education/ human development coursework** (5-12 yrs). In each component, there are choices for how to satisfy the requirements. **Check the box that shows how you meet or plan to meet that component.**

Note: **Currently enrolled** is defined as completion of coursework in the previous semester at that particular school or documentation from the college's registrar confirming current enrollment in a curriculum program (not as a special student).

Level I is the **mandatory minimum qualification for any administrator**; Levels II and III are voluntary. **See the Worksheet on page 2 of these instructions** for all the options to meet each component at Levels I, II and III. Use this worksheet to determine how you currently meet each component and what you may still need in order to qualify at the level you want to achieve. If you are required to meet additional requirements, request that information using the contact information below.

Failure to submit official transcripts for ALL completed college level coursework and degrees will result in a delay in processing and may affect your facility's rated license education points.

This form must be signed and dated by the individual applicant.

Mail to:

NC Division of Child Development and Early Education
Workforce Education Unit
2201 Mail Service Center
Raleigh, NC 27699-2201

Questions?

Call the Workforce Education Unit
919-662-4567 or 1-800-859-0829

Website:

www.ncchildcare.net

WORKSHEET for North Carolina Child Care Administrators *(Keep this worksheet for your records.)*

Choose the highest level that describes your current status. Under that level, check a box in each of the two required components to show how you meet it. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ★ boxes in the level that you have chosen. If you have met requirements by checking any of the non-star boxes in the level that you have chosen, you are eligible for an equivalency letter only. Completion of the NC School-Age Child Care Administrator requirements results in an equivalency letter; there is no certificate.

Two Required Components	Level I Options (Mandatory)	✓	Level II Options (Voluntary)	✓	Level III Options (Voluntary)	✓
1. Administration Coursework <i>plus</i>	EDU 261 and EDU 262 ★ or		EDU 261 and EDU 262 ★ or		EDU 261 and EDU 262 ★ or	
	6 sch in Child Care Administration or		6 sch in Child Care Administration or		6 sch in Child Care Administration or	
	9 sch in Business Administration or		9 sch in Business Administration or		9 sch in Business Administration or	
	Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)	

***Test Out - If you tested out of Administrator I and/or Administrator II, you may need to complete additional requirements. (Please see below)

Additional Requirements (Test Out)	Tested Out of Administration I <u>and</u> II – 6 portfolio assignments required for Level I		Tested Out of Administration I <u>and</u> II - 12 portfolio assignments required for Level II		Tested Out of Administration I <u>and</u> II - 18 portfolio assignments required for Level III	
	or		or		or	
	Tested Out of <u>either</u> Administration I or Administration II and <u>not both</u> - No portfolio assignments required for Level I		Tested Out of Administration I <u>only</u> - No portfolio assignments required for Level II		Tested Out of Administration I <u>only</u> - 6 portfolio assignments required for Level III	
	or		Tested Out of Administration II <u>only</u> - 6 portfolio assignments required for Level II		Tested Out of Administration II <u>only</u> - 12 portfolio assignments required for Level III	
	Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director	

Child Care Administrators (applies to child care programs serving children from birth to age 12)

2. Early Childhood/ Child Development Coursework	7 sch in EC/CD ★ or		AA/AAS degree in EC/CD ★ or		BA/BS degree in EC/CD ★ or	
	NCECC or equivalent <u>and</u> child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EC/CD or		BA/BS degree in any major <u>with</u> 18 sch in EC/CD	
			Currently enrolled in BA/BS, 60 sch completed with 12 sch in EC/CD			

School-Age Administrators (applies to child care programs ONLY serving children age 5 and older)

2. Elementary Ed/ Human Growth & Development Coursework	7 sch in EE/HG&D or		AA/AAS degree in EE/HG&D or		BA/BS degree in EE/HG&D or	
	NCSACCC or NCECC or equivalent <u>and</u> child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EE/HG&D or		BA/BS degree in any major <u>with</u> 18 sch in EE/HG&D	
			Currently enrolled in BA/BS, 60 sch completed with 12 sch in EE/HG&D			

KEY TO ABBREVIATIONS & TERMS

EDU 261: Early Childhood Admin I course taught at NC Community Colleges; **EDU 262:** Early Childhood Admin II course taught at NC Community Colleges

NCECC: North Carolina Early Childhood Credential; **NCSACCC:** North Carolina School-Age Child Care Credential; **NCECAC:** North Carolina Early Childhood Administration Credential

EC/CD: Early Childhood / Child Development; **EE/HG&D:** Elementary Education / Human Growth and Development; **sch:** semester credit hours

AA/AAS: Associate's Degree; **BA/BS:** Bachelor's Degree; **MA/MS:** Master's Degree

Portfolio: A collection of activities that demonstrate administrative skill and competency. A packet of specified portfolio assignments is completed in EDU 261/262 or independently by an applicant.